



HOW TO...

Manage your photos

It's easy to let your collection of digital photos build up and become unmanageable. Lauren Taylor shows you how Webshots Desktop software can help you keep things organised

Nearly all photos are digital now. Even if you don't have a digital camera, it's cheap enough to get the photo-processing shop to put your snaps on a CD for you. Our hard disks are awash with photographs that need to be sorted out. Webshots Desktop is a handy utility that helps you organise images, set them as wallpaper with the click of one button and store them online free of charge.

1 Go to www.webshots.com and click Sign Up Now, then click on the link for free basic membership. Once you've filled in your membership details you'll come to this screen. Click the 'you must download' link to get the

Webshots Desktop software. Follow the onscreen instructions to download and install the program.

2 You'll be asked if you want to make Webshots your home page, default screensaver and wallpaper. The wallpaper includes a calendar, which can be handy. When the Webshots Desktop control panel opens, which it should by default, you'll see a number of sample photos on the left-hand side. Any of these can be set as wallpaper by clicking on the photo to select it, and then on the Set Wallpaper button. If you've installed Webshots in the System Tray it will automatically set your wallpaper. To turn this off, click the Options button in Webshots Desktop.

3 Any photo on your computer can be used in the same way. Click on the My Computer tab, locate the folder in the panel on the top left-hand side, and then click on Add to WP & SS. Next, click Create New Collection and enter a few details about your photo collection. Click OK. Highlight the new collection and click Next. You can then select photos.

When you've finished, click Open, and the next screen will give you the chance to edit the images, name them and add captions. When you've done that, the images will be available in the collections list on the Wallpaper and Screensavers tab. Use the method in Step 2 to set one of the images as your wallpaper. **CS**

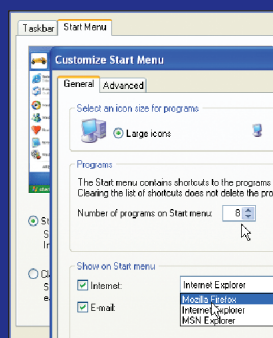


HINTS & TIPS WINDOWS XP

HOW TO... Reorganise your Start menu

The Start menu is how you access most of your programs. Click on the Start button and the first things you see are a list of the most recently used programs on the left-hand side and, at the top, your email and web browser. To adjust these, right-click on the Start Button and select Properties. On the Start Menu tab, click on Customize. To change the email and internet programs shown, click on the drop-down menus. You can also adjust the number of recently used programs shown.

Back at the Start menu, All Programs takes you to just that: a list of all the programs installed. The quickest way to change the order of these is to click on an item in the list and, holding down the mouse button, drag it into place.



HINTS & TIPS NOTEPAD

HOW TO... Keep a log

Notepad is a free text program included with Windows. You'll find it by clicking on the Start menu, going to All Programs, Accessories, and down to Notepad. This basic program doesn't have any formatting tools and will let you save files only in .txt format. However, because it is a small program it is quick to use and the files it produces are small in size.

Without any of the complexities that arise from formatting, it is the ideal tool in which to write programs such as batch files. It has another useful function. Open a new Notepad document. Enter .LOG at the top. Save and close the file. Then open it again and you'll see the current time and date already inserted. Enter your log entry, close it and the next time you open the file, Notepad will again insert the current time and date.

